



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	INSPECTOR
Posting Number	PN# 107086
Department	Houston Airport System
Division	Bush Intercontinental Airport
Section	Facilities Administration
Reporting Location	2800 North Terminal Road*
Workdays & Hours	Shift work, including rotation, weekends and holidays*
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Performs technical and non-technical inspections with regard to mechanical, electrical and electronic systems.. Verifies operations and maintenance compliance in pre-scheduled frequencies. Confirms contract scope and repair requirements. Inspects the activities of service contractors. Responds to emergency or unscheduled contractor activities and collects detailed information for reviewing and modifying new service contracts. Compiles data for performance penalty calculations and confirms billing by contractors. Prepares evaluation reports for monthly performance meeting.

WORKING CONDITIONS

Performing these duties will involve: visually observing and differentiating details and colors of objects; recognizing sound, tone and pitch; speaking and writing clearly and effectively; applying specialized information; adjusting to interruption and changes; operating city vehicles; working in hot, cold, and noisy work areas; standing, walking and sitting for extended periods; climbing stairs and ladders; dealing with people in tense situations, and lifting up to forty (40) pounds. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Completion of up to eighteen (18) months of specialized or vocational training beyond the High School level.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of experience as an inspector of mechanical/electrical systems, such as auto mechanics.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Computer skills desired: Microsoft Word and Excel. Considerable knowledge of the City of Houston Building Code. Good knowledge of inspection and enforcement procedures used in facilities maintenance, as well as automotive, mechanical and electrical systems and quality control for service contract compliance. Ability to interpret contract specifications blueprints, drawings and diagrams. Ability to deal tactfully with clients contractors, and the public.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 18	
\$1,417.00 - \$1,605.00 Biweekly	\$27,092.00 - \$36,842.00 Annually

OPENING DATE

OCTOBER 12, 2005

CLOSING DATE

OCTOBER 25, 2005

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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